

## **Production, Publication, Distribution, Manufacture, and Copyright Notice Field**

The 264 field is where publication information about the item you are cataloging goes.

The subfields that we are going to talk about for the 264 field are:

- a: place of production, publication, distribution, manufacture
- b: name of producer, publisher, distributor, manufacturer
- c: date of production, publication, distribution, manufacture, or copyright notice

You will notice that this field can be used to record information about a number of different activities. However, we are going to talk about it as it relates to publication information.

### **Place of Publication**

The place where an item was published goes in subfield a of the 264 field. This information usually comes from either the title page or the title page verso (which is a fancy way of saying the back of the title page). If it is not found in either of those places, you can take it from other areas, like the back cover.

The place of publication is transcribed exactly as it appears on the item.

In this case, the place of publication would be transcribed like this:

\$a San Francisco

Sometimes, you will see multiple places of publication listed.

You are only required to use the first one:

\$a New York

However, you can include all of them if you would like (each one goes in its own \$a):

\$a New York ; \$a London ; \$a Hong Kong ; \$a Sydney ; \$a Danbury, Connecticut

If the place of publication is not listed, but you know where the item was published, you can supply it, just put it in square brackets, to indicate that you provided the information.

\$a [Lincoln, Nebraska]

If you do not know the place of publication, according to the RDA guidelines you can do the following:

\$a [Place of publication not identified]

However, the Library of Congress's policy is that their catalogers should always supply a place, even if it's pretty broad:

\$a [United States]

## **Name of Publisher**

Subfield b in the 264 field is used for the name of the publisher. Again, this information is usually found on the title page, and it is usually transcribed as it appears on the item.

The place of publication and publisher for this item would look like this:

\$a San Francisco : \$b Chronicle Books

Notice the punctuation - there is a space, a colon, and another space between subfields a and b.

One situation in which the publisher's name can get confusing is when you have a publishing press that is a subsidiary of a larger company.

According to RDA, you should include both names.

\$a New York : \$b Blue Sky Press, an imprint of Scholastic Inc.

If the publisher is not listed on the item, you can supply it as well, putting it in brackets like the place of publication.

\$a [Lincoln, Nebraska]. : \$b [Nebraska Game and Parks Commission]

If you do not know the publisher, put "publisher not identified" in brackets.

\$a [United States] : \$b [Publisher not identified]

## **Date of Publication**

Subfield c of the 264 field is where the date of publication can be found.

If no publication date can be found on the item, and it has a copyright date, use the copyright date to guess the publication date, and put the date in brackets.

\$a San Francisco : \$b Chronicle Books, \$c [2004].

Notice that there is a comma and a space before subfield c.

Notice also that there is a period at the end of a complete 264 field.

If the item does have a publication date, you do not need to put the date in brackets.

\$a Chicago : \$b American Library Association, \$c 2011.

If the item has both a publication date and a copyright date, it is an option (not required!) to include a second 264 field with the copyright date. Put a copyright symbol before the copyright date.

\$a Chicago : \$b American Library Association, \$c 2011.

\$c ©2011

Notice that the copyright date goes in \$c, even though this field does not have \$a or \$b.

The 264 field has a few different for indicators.

The first indicator represents “sequence of statements,” which means that it indicates if the publisher is the first, intervening, or last publisher of this item. This is much more relevant for serials (newspapers, magazines, etc.) than it is to books. For books, the first indicator will almost always be blank.

The second indicator gives the function of the entity described in the field. The options are:

- 0 = production
- 1 = publication
- 2 = distribution
- 3 = manufacture
- 4 = copyright date

Here is how our previous example would look with the indicators:

264 \_ 1 \$a Chicago : \$b American Library Association, \$c 2011.

264 \_ 4 \$c ©2011